

### **Checklist for Outreach Consultation Referral for School Districts**

- ☐ Completed Referral Form (with clear “Purpose for Referral”) p. 1 - 2
- ☐ LEA/B-3 & WESP-DHH Release of Information (signed by parents) p. 3 - 4
- ☐ Notification of Rights under FERPA (given to parents when signing the “Release of Information” form above p. 3-4) p. 5 - 6
- ☐ Student Records/Supporting Documentation (this could include IEP, progress notes, evaluations and reports, audiograms, etc.)
- ☐ Staff Questionnaires (**completed by each staff member** working with the student – make additional copies, as needed) p. 7 - 8



**Outreach Program**  
**Wisconsin Educational Services Program**  
**for the Deaf and Hard of Hearing**  
**Tony Evers, PhD, State Superintendent**  
**Wisconsin Department of Public Instruction**  
**Alex H. Slappey, Director WESP-DHH**  
**Marcy Dicker, Director Outreach Program**



**OUTREACH REFERRAL FORM – School Districts**

Date Submitted: \_\_\_\_\_

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street Address City State Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Male ☐ Female ☐

School District of Residence: \_\_\_\_\_ School District of Placement (if Different) \_\_\_\_\_

School Address: \_\_\_\_\_  
Street Address City State Zip

Person Making Referral: \_\_\_\_\_ Title: \_\_\_\_\_

**\*\* Referral person will be responsible for disseminating information / report to the team.**

Work Address: \_\_\_\_\_  
Street Address City State Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Referral: (Please be as specific as possible; this helps determine the Outreach team members).

\_\_\_\_\_  
\_\_\_\_\_

**Additional Student Information:**

☐ Additional Identified Disabilities: \_\_\_\_\_

☐ Additional Suspected Disabilities: \_\_\_\_\_

☐ Has student previously been evaluated by Outreach? ☐ Yes ☐ No Date: \_\_\_\_\_

☐ Has student's vision been evaluated? ☐ Yes ☐ No Date: \_\_\_\_\_

Clinic: \_\_\_\_\_

☐ If student is deaf-blind, have they been referred to WDBTAP? ☐ Yes ☐ No

☐ Upcoming Transition

Other Comment(s): \_\_\_\_\_

Special Education Director: \_\_\_\_\_

Address (where report should be sent): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Special Education Director aware of the referral to WESP-DHH Outreach? ☐ Yes ☐ No

**Who else is on the child's educational team?**

Name	Principal	Telephone	Email
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Name	Teacher of the Deaf/Hard of Hearing	Telephone	Email
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Name	Educational Audiologist	Telephone	Email
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Name	Role	Telephone	Email
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Name	Role	Telephone	Email
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Name	Role	Telephone	Email
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Have the parents consented to this evaluation? ☐ Yes ☐ No

**\*\* Please note: It is the responsibility of the referring school district to notify parents of a referral to the WESP-DHH Outreach team\*\***

In order to facilitate completion of Release of Information Waivers, please list:

Primary Clinic / Hospital: \_\_\_\_\_

Primary Audiologist: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

To the best of your knowledge, have any dispute resolution options (facilitated IEP; mediation; formal complaint; due process) been initiated? \_\_\_\_\_

If yes, please indicate the date initiated and/or completed. \_\_\_\_\_

**Submit a copy of this referral form, signed consent / release form, student's most recent audiological report, evaluations, IEP, and staff questionnaires (from all staff working with the student).**

**Referrals will not be processed until consent / release and all paperwork is submitted.**

**Send via fax to: Marcy Dicker at 262-787-9505**

**Or mail to:**

**WESP-DHH Outreach**

**N25 W23131 Paul Road, Suite 100**

**Pewaukee, WI 53072**

**CONSENT TO PROVIDE OUTREACH SERVICES, MAINTAIN RECORDS, AND OBTAIN INFORMATION AND RECORDS FROM, OR DISCLOSE INFORMATION AND RECORDS TO THE LOCAL EDUCATION AGENCY ("LEA"), THE WISCONSIN EDUCATIONAL SERVICES PROGRAM-DEAF AND HARD OF HEARING OUTREACH ("WESP-DHH OUTREACH"), AND THE BIRTH TO 3 PROGRAM ("B-3 PROGRAM"), IF APPLICABLE**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**LEA (if applicable):** \_\_\_\_\_

**B-3 Program (if applicable):** \_\_\_\_\_

**INSTRUCTIONS**

WESP-DHH Outreach has received a request to provide Outreach services to your child and information to the school district ("LEA") and/or B-3 Program. In order to do this, the Outreach team must receive your consent to provide Outreach services and exchange information with the LEA and/or B-3 Program. WESP-DHH Outreach will complete the information to be disclosed section. You (i.e., the child's parent, guardian, or in the absence of a parent/guardian, the individual acting as the parent) must sign this consent if you agree to the evaluation and exchange of information.

**AUTHORIZATION STATEMENT**

I, the undersigned, hereby authorize WESP-DHH Outreach to provide services for this child. I understand this requires the LEA and/or B-3 Program to disclose the information indicated below to WESP-DHH Outreach and WESP-DHH Outreach to disclose the information indicated below to the LEA and/or B-3 Program.

**INFORMATION FROM THE LEA/B-3 PROGRAM TO BE DISCLOSED TO OUTREACH**

- \_\_\_\_\_ Progress Records
- \_\_\_\_\_ Behavioral Records
- \_\_\_\_\_ Patient Health Care Records
- \_\_\_\_\_ Special Education Records (including IEP and/or IFSP)
- \_\_\_\_\_ LEA Evaluation Records
- \_\_\_\_\_ B-3 Evaluation Records
- \_\_\_\_\_ Outside Agency Records (specify) \_\_\_\_\_
- \_\_\_\_\_ Outside Agency Records (specify) \_\_\_\_\_
- \_\_\_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

**INFORMATION FROM THE OUTREACH PROGRAM TO BE DISCLOSED TO LEA/B-3 PROGRAM**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Outreach Evaluation Report   | <input type="checkbox"/> Other (specify) _____ |
| <input checked="" type="checkbox"/> Outreach Observation Summary | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Other (specify) _____                   | <input type="checkbox"/> Other (specify) _____ |

## **PURPOSE OF DISCLOSURE**

The information requested is for the purpose of educational programming of the child named above.

## **CONSENT TO MAINTAIN RECORDS**

For the purposes of futures educational programming, I authorize WESP-DHH Outreach to maintain this child's records through the year the child turns 21 years old.

## **ACKNOWLEDGEMENTS**

WESP-DHH may disclose personally identifiable information from a pupil record under three conditions: (1) with written consent from a parent, guardian, or adult student; (2) by receipt of a court order; or (3) by authority of statute.

I have had an opportunity to review this Consent, and I understand all its provisions, I understand that this Consent is voluntary and I have no obligation to sign it. I understand that, upon my request, I am entitled to a signed copy of this Consent form and the records to be disclosed. I understand I can revoke this Consent at any time except to the extent that disclosure has already been made in reliance on this Consent. This Consent is valid for one year from the date of signature, unless sooner revoked in writing. A photocopy or facsimile of this Consent has the same effect as the original.

Authorizer's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Child \_\_\_\_\_

## **Notification of Rights under FERPA**

The Wisconsin Educational Services Program Deaf and Hard of Hearing (Program) includes the Wisconsin School for the Deaf (School) and the Deaf and Hard of Hearing Outreach Team (Outreach). The Program is administered by the Wisconsin Department of Public Instruction (DPI). The federal Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (i.e., students who are 18 years of age or older) involved with the Program certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Program receives a request for access.

Parents or eligible students should submit a written request to the Center Director or designee that identifies the records they wish to inspect. Center director or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Wisconsin law gives parents and eligible students the right to receive copies of education records, as well.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Program to amend a record should write to the school official having custody of the records, clearly identify the part of the record they want changed, and specify why it should be changed. If the Program decides not to amend the record as requested by the parent or eligible student, the Program will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA and Wisconsin law authorizes disclosure without consent. Some exceptions include:
  - A. Disclosure to school officials with legitimate educational interests – A school official is a person who is required by DPI to have a license and is employed by the Program as an administrator, supervisor, instructor, or support staff member (including health or medical staff). A school official also may include a volunteer or contractor outside of the Program who performs an institutional service or function for which the Program would otherwise use its own employees and who is under the direct control of the Program with respect to the use and maintenance of PII from pupil records, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official needs to review a pupil record in order to fulfill his or her professional responsibility.
  - B. Transfer of education records – Upon notification, the Program discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Release of directory information – FERPA and Wisconsin law allows the Program to disclose appropriately designated “directory information” without written consent, unless you have advised the Program to the contrary within 14 calendar days of you receiving this notice. This notice will be distributed at the beginning of the school year. If you do not want the Program to disclose directory information from your child's education records without your prior written consent, you must notify the Program in writing by October 1. The Outreach Team does not release directory information.

The School has designated the following information as directory information:

- student's name,
- home town,
- grade level,
- date of birth,
- photographs,
- major field of study,
- participation in officially recognized activities and sports,
- weight and height of members of athletic teams,
- dates of attendance,
- degrees, honors and awards received, and
- school district of residence.

The primary purpose of directory information is to allow the Program to include information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production,
- the annual yearbook,
- honor roll or other recognition lists,
- graduation programs, and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the Program to provide military recruiters, upon request, with the names, addresses and telephone listings of School students, unless parents have advised the School that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WSD to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Questions regarding this notice can be directed to Alex Slappey, WESP Director at 262 740-2066

or email: [alex.slappey@dpi.wi.gov](mailto:alex.slappey@dpi.wi.gov)

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).



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**WESP-DHH OUTREACH CONSULTATION**

**STAFF QUESTIONNAIRE**

Please share your honest opinions. This questionnaire can be submitted confidentially.  
(See next page for information).

Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Role / Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

WESP-DHH Outreach has been asked to provide an evaluation / consultation on behalf of the student named above.

Please check primary areas of concern regarding the student's educational program:

- ☐ Academic progress
- ☐ Communication ☐ with peers ☐ with staff
- ☐ Educational services ☐ regular education ☐ special education
- ☐ Expanded Core Curriculum (amplification needs, technology, use of interpreting, etc.)
- ☐ Extracurricular Activities
- ☐ Identification of additional disabilities / needs
- ☐ Language development
- ☐ Learning Environment
- ☐ Social / emotional development
- ☐ Transition
- ☐ Other \_\_\_\_\_

Please expand on the concerns you identified above to assist our staff in better meeting the needs of this student and their educational team.

Is there any additional information you would like to request from this evaluation / consultation?

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What are the family's strengths?

What are the student's strengths?

What are the student's greatest challenges?

What strategies, modifications, or supports work well for this student?

What are the strengths of this child's educational team?

Other comments or concerns?

**Your insights about this student are very important to us!** Please return your completed staff questionnaire as soon as possible to the person who is overseeing this referral, to be sent along with the complete packet of information required, to Karen Waite.

Or, if you prefer, **this questionnaire can be confidentially faxed** to 262-787-9505.

Karen Waite, WESP-DHH Outreach  
N25 W23131 Paul Road, Suite 100  
Pewaukee, WI 53072-5734  
262-787-9533 Voice  
262-787-9505 FAX

Questions can be directed to:  
Marcy Dicker, WESP-DHH Outreach Director  
262-787-9540 Voice  
262-725-0523 Video Phone  
[Marcy.dicker@wesp-dhh.wi.gov](mailto:Marcy.dicker@wesp-dhh.wi.gov)

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